



**COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028**

3 April 2014

MEMORANDUM FOR ALL NEWLY ASSIGNED PERSONNEL

SUBJECT: WELCOME ABOARD LETTER

Congratulations on your new assignment to U.S. Pacific Command (USPACOM). I personally extend a warm Aloha and hope you are as pleased with your orders as we are. I welcome you as an integral member of our organization, which is poised to respond rapidly and effectively across the full range of military operations within the largest and most comprehensive Area of Responsibility (AOR) on the planet. In fact, you may be interested to know that USPACOM is responsible for nearly half of the earth's surface, stretching from the west coast of the continental U.S. to the western border of India, and from Antarctica to the North Pole. Approximately 333,000 military and civilian personnel or one-fifth of the total U.S. military fighting force is assigned to this AOR.

To hit the ground running, go to the USPACOM website (www.pacom.mil) and click on the "Newcomers" Tab on the upper right. There you will find a link to the mandatory prerequisite courses, which need to be completed prior to your arrival, and the JKO registration instructions to access the training. You will find other helpful information as well.

The point of contact for training and orientation is Mr. Art Elefante at (808-477-7789) arthur.elefante.ctr@pacom.mil.

Also, to expedite the process of creating your new computer user account, click on the "New User Account Application" link and provide the information needed and email to the appropriate office for processing.

We are eager to assist you with your arrival and transition. If you have questions, please contact your sponsor or your J1 Service Element NCOIC or Civilian POC at:

Army: (DSN) 315-477-8187 or (Com) 808-477-8187
Navy: (DSN) 315-477-7876 or (Com) 808-477-7876
Marine Corps: (DSN) 315-477-6377 or (Com) 808-477-6377
Air Force: (DSN) 315-477-1600 or (Com) 808-477-1600
Civilian: (DSN) 315-477-0517 or (Com) 808-477-0517

Reserve personnel can refer to the USPACOM website for specific service information or call your Reserve Coordinator: (DSN) 315-477-9138 or (Com) 808-477-9138.

Finally, I want to make your transition to our team and the Islands of Hawaii as seamless as possible, so I ask that you utilize the attached links and phone numbers for assistance. Safe travels and I look forward to meeting you in the near future. Aloha and welcome to the command!

J1 Service Element NCOIC / Civilian POC / Reserve Element NCOIC

Service	DSN	Commercial
Army	315-477-8187	(808) 477-8187
Navy	315-477-7876	(808) 477-7876
Marines	315-477-6377	(808) 477-6377
Air Force	315-477-1600	(808) 477-1600
Reserve	315-477-9138	(808) 477-9138
Civilians	315-477-0517	(808) 477-0517
Housing		
Air Force JBPHH Hickam Communities www.hickamcommunities.com		(808) 423-7788
Army Schofield Barracks Island Palm		(808) 275-3700
Army Fort Schafter Island Palm www.islandpalmcommunities.com		(808) 275-3800
Navy pearl Harbor Forest City www.fcnavyhawaii.com		(808) 474-1824/1821

Checking In

All military personnel reporting to Headquarters, USPACOM must check in with your J111 Service Element on the 3rd floor (main entrance) of building 700 within two working days of arrival on island. This is to assist in starting TLA and cost-of-living allowance entitlement.

All civilians reporting to HQ USPACOM will have an appointment with J101, Civilian Personnel Branch, on their first work day. Additional check-in and benefits information will be provided.

Security Clearance

Personnel reporting to PACOM will require a clearance of secret or higher to perform their duties. Check with your sponsor in advance to see what level your billet requires. A secret or higher is necessary to access the command's computer network.

HQ USPACOM / Service Links

HQ United States Pacific Command www.pacom.mil	Garrison Hawaii Army www.garrison.hawaii.army.mil
Navy Region Hawaii www.cnrc.navy.mil/regions/cnrh.html	Marine Corps Base Hawaii www.mcbhawaii.marines.mil
Joint Base Pearl Harbor-Hickam www.cnrc.navy.mil/regions/cnrh/installations/jb_pearl_harb_or_hickam.html	HI Military-Official Military Guide www.himilitary.com

Hawaii Department of Education / Civilian Employment / DMV / Pet Quarantine

Hawaii State Department of Education www.hawaiipublicschools.org	Local Civilian Employment www.hirehawaii.com
Hawaii Department of Motor Vehicles www1.honolulu.gov/csd/vehicle/mvehicle.htm	Hawaii Pet Quarantine Laws http://hdoa.hawaii.gov/ai/aqs/animal-quarantine-information-page/

Civilian Benefits Links

Federal Employees Health Benefits Program www.opm.gov/healthcare-insurance/healthcare/	Dental and Vision Insurance Programs www.benefeds.com
Flexible Spending Accounts www.fsafeds.com	Long Term Care Insurance Program www.ltcfeds.com
Federal Employees' Group Life Insurance Program www.opm.gov/healthcare-insurance/life-insurance	Thrift Savings Plan (TSP) www.tsp.gov

Military Medical Facilities / Groups

Tripler Army Medical Center www.tamc.amedd.army.mil	Naval Health Clinic Hawaii www.med.navy.mil/sites/nhch/Pages/default.aspx
15 th Wing Medical Group www.15wing.af.mil/units/15mdg.asp	Tricare Find a Military Treatment Facility www.tricare.mil/mtf

Additional Information

Military ONESOURCE www.militaryonesource.mil	Automated Housing Referral Network (Off Base) www.ahrn.com
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